



# CITY OF HOUSTON

Public Works & Engineering Department

Neighborhood Traffic Project

P.O. Box 1562 Houston, TX 77251-1562

Phone #: (713) 837-7280 Fax #: (713) 837-7290

## Request for Neighborhood Traffic Project

The following is an application for participation in the Neighborhood Traffic Project (NTP) Program. The purpose of the NTP Program is to reduce or better manage the problem of cut-through traffic in residential neighborhoods by installing devices which physically change the existing neighborhood streets. The NTP Program is governed by Section 45-361 of the Code of Ordinances originally adopted by the Houston City Council in 1993 and revised in October 1995. The Ordinance establishes the procedures governing the application, review, approval, financing, and construction of neighborhood traffic projects. A completed application must be submitted to the Department of Public Works and Engineering before it will be evaluated for the program.

## Application Information

The following information is required to be submitted with the application before it can be considered for the program. Complete applications are reviewed by the Department to determine eligibility and priority for consideration. Please provide the information required in each of the following six sections, separate pages may be attached to this form.

- ☐ **Applicant Information**
- ☐ **Neighborhood Area Boundary**
- ☐ **Description of Proposed Traffic Problem**
- ☐ **Evidence of Neighborhood Support**
- ☐ **Historical Data**
- ☐ **Planning Assistance Funding**

## A. Applicant Information

Please provide the following information for the person(s) submitting the application. If the request is being submitted from a neighborhood association, please provide the name, address, and telephone number of the duly authorized representative of the neighborhood association.

**Applicant is** (please check one):

- ☐ **Property Owner**  
☐ **Resident**  
☐ **Representative of Neighborhood Association**

**Neighborhood Association:**

If applicant is a representative of a Neighborhood Association please provide the name of the Association and position or title of the primary and secondary contact persons:

Primary contact

**Name:**

**Neighborhood Assoc. Title:**

**Address:**

**Houston, TX Zip:**

**daytime phone #:**

Secondary contact

**Name:**

**Neighborhood Assoc. Title:**

**Address:**

**Houston, TX Zip:**

**daytime phone #:**

## B. Neighborhood Area Boundary

Please provide the proposed boundary of your neighborhood area. Note that the boundaries for the neighborhood area must be either a major thoroughfare or collector street, a not-traversed railroad line, a utility or pipeline corridor, a river or waterway, or the City limit. A neighborhood area may consist of one or more subdivisions. Confirmation of final neighborhood boundaries will be made by the City of Houston.

**North boundary :**

**South boundary:**

**East boundary :**

**West boundary :**

## C. Description of Proposed Traffic Problem

Please provide a complete written description of the traffic problem(s) or condition(s) that you believe can be addressed with this program. Complete descriptions should include specific cut-through routes, high traffic locations, and accident information and dates. Anecdotal information from area property owners or residents may also be submitted. Feel free to enclose any maps or diagrams which help explain the problem(s).

## D. Historical Data

Please provide any historical data about your area such as the location and nature of local businesses, schools, parks, churches, or any other non-residential traffic generators within or in close proximity to the neighborhood area which may contribute to the traffic in your neighborhood, or be affected by a project.

## E. Evidence of Support

Please provide evidence of neighborhood or community support for participation in the program. The enclosed petition form must be used, other petitions may not be used for this application. The enclosed petition may be copied if necessary. Petitions which specify project types or location will not be considered. Only signatures from property owners or residents within the neighborhood area should be included. Letters of support for participation from area businesses, schools, and churches should also be attached.

## F. Planning Assistance Funding

Please indicate the appropriate funding status for which you are making an application.

☐ **Publicly Funded Planning**

Requests for publicly funded planning assistance must be received no later than March 1 in order to be eligible for consideration during the following fiscal year (July 1 - June 30). Candidate selection will be based on the priority of need, and amount of public funds available for planning.

☐ **Privately Funded Planning**

The applicant is responsible for all costs associated with the project, including planning, mailing, engineering, and temporary and permanent construction of approved devices. This application must be submitted prior to proceeding so that we can provide you with specific traffic studies and other documentation which must be obtained. Please complete the following information:

**Consultant retained :**

**Mailing address :**

**Phone #:**

**Contact person :**